



Indian River County Fire & Life Safety Bureau  
1800 27<sup>th</sup> Street  
Vero Beach, FL 32960  
(772) 226-1880  
(772) 978-1848 fax

**SPECIAL EVENTS & TENTS SALES**

Date: \_\_\_\_\_  
Name of event: \_\_\_\_\_  
Organization holding event: \_\_\_\_\_  
Address of event: \_\_\_\_\_  
Date & time of event: \_\_\_\_\_  
Contact person at event: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date & time you will be ready for inspection: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

\$30.00 TENT SALES – SPECIAL EVENTS – CRAFT SCHOWS, ETC.  
\$100.00 FIREWORKS DISPLAY (PYROTECHNICS) SALES OF SPARKLERS PERMITS  
MAKE CHECKS PAYABLE TO: IRC FIRE RESCUE

*Only items that are in accordance with the Florida Statute 791.01 will be permitted to be sold in Indian River County – sparklers/novelty items/noisemakers as defined by FS 791. (4)(A) Fireworks are prohibited for the retail sale within Indian River County.*

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Office Use Only

Permit # \_\_\_\_\_ Inspector: \_\_\_\_\_  
Amount Paid \_\_\_\_\_ Issued by: \_\_\_\_\_



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## **SPECIAL EVENT & TENT SALES INSPECTIONS - CHECKLIST**

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**General: A permit may be issued as reviewed contingent upon the following requirements. Please read carefully and initial. Applicant shall be responsible for following items mentioned herein:**

\_\_\_ **A sketch or map showing locations of all tents and/or vendors must be provided to Fire Prevention at time of application.**

\_\_\_ Tents larger than 12X12 shall have a flame retardant certificate on site and/or submitted upon application for permit. Tents 12X12 or smaller do not require a Flame Retardant Certificate (if not a cooking tent) A minimum of 15 ft between rows of side-by-side tents shall be provided.

\_\_\_ **Emergency Access:** For every 100ft of side-by-side tents provide a minimum 5ft wide emergency access walkway.

\_\_\_ **Cooking under tents:** Tents up to 20x20 are allowed to cook at the edge of tent. LP gas tank must be secured in place (max cap 20 lbs) Fire extinguisher must be readily available. Any LP tank larger than 20 lbs. shall be 10 ft. from tent with gas line(s) secured to prevent public access or a tripping hazard. All cooking vendors shall have a 10 ft separation from all other tents and/or vendor areas.

\_\_\_ **Fire Extinguishers:** One (1) minimum rated (2A 10B C), currently tagged and inspected. Fire extinguishers shall visible and readily available for use within 75 ft. of any tent. Class K-Type fire extinguisher are required for vendors that are deep frying.

\_\_\_ **Post "NO SMOKING"** signs inside large tents. No smoking in any tents.

\_\_\_ **Seating and chair arrangements** shall comply with the FFPC. Note: Minimum 3 ft wide walkways shall be provided to required exits in the tent. Note: Tents with an occupant load of over 49 persons require a minimum of 2 exits.

\_\_\_ **Exits** shall be marked with exit signage if the tent is enclosed. If the tent is to be used at night, then the exit signs will be powered and have emergency lighting with battery backup.

\_\_\_ **Fireworks** or any unauthorized open flames or fuel fired lighting shall be prohibited in any tent or temporary membrane structure.

\_\_\_ **Storage, use or handling** of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by this Bureau.

\_\_\_ **No hay, straw, shavings** or similar materials shall be permitted to be used within any structure used as assembly occupancy (50 or more persons). Exception: Flame retardant treated materials or livestock bedding and fodders that are approved by this Bureau.

\_\_\_ **Generator Safety:** shall be located on level area and secured in place. Generators shall be arranged and isolated from the occupants/general public in a safe manner. The exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container and located at a safe distance from generator.

\_\_\_ **All wiring and lighting** shall be free from damage. All electrical equipment shall be arranged and isolated from the occupants/general public in a safe manner. All electrical connections, switches and fuses shall be in approved enclosures and secured in place to prevent a tripping or safety hazard.

\_\_\_ **Cooking Vendors:** All food cooking concession trailers and structures of rigid construction must have a commercial ventilation system, and must comply with fire extinguisher requirements.

\_\_\_ **Any vendor(s) found in non-compliance with NFPA 1, Chapter 25, NFPA 101 & 102 Ordinances shall be issued a cease and desist order by the Fire Marshal until such time vendor complies.**

**I have read, understand, and will comply with all requirements of Special Events/Tents requirements.**

**X** \_\_\_\_\_

*Code References: (FFPC) Florida Fire Prevention Code; NFPA 1, Chapter 25, NFPA 101 & 102*

*Lev:rev:Sept-2010*